



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Memorandum

To: Distribution

From: Mark Wissinger, P.E.
Construction Engineer

Date: December 9, 2005

Subject: Contractor Relations

In order to reduce confusion and promote uniformity in contract administration throughout the state this memo offers guidelines for the distribution of information to contractors. While this memo is primarily directed towards Project Managers, it provides guidelines that should be used by all district personnel.

Contractually the contractor is responsible for Quality Control of the products placed on construction projects. Conversely we are responsible for Quality Assurance testing while the Contractor is producing products required by contract provisions.

Contractors are responsible for quality control under the Grade "S" Volumetric Special Provision. Quality Assurance testing not only includes volumetrics but also density testing of cores. The results from all testing used to assess incentive and disincentives should be shared with the contractor as soon as possible so that he may make adjustments to his Quality Control Plan.

Under no circumstances should the contractor have access to our computers, offices or laboratories without MDT personnel being present. Do not allow the contractor to run any QA testing, use MDT lab equipment or enter data into or change any data in the project computer. If the contractor requests a copy of the completed testing, have them provide a disk for this purpose.

Please contact me if you require additional information.

CC: District Construction Engineers
District Operations Engineers
District Materials Supervisors
Area Lab Supervisors
Construction Engineering Services